



POSITION DESCRIPTION

Cricket Coordinator (Permanent)

Club Services and Heritage

November 2024



Title:

MCC Cricket Coordinator

Reports to:

MCC Cricket Manager

Number of Direct Reports and Roles:

Nil

Job Goal:

To proactively provide professional administration services for MCC Cricket, in particular, the operations of the Club's Men's and Women's Premier teams and Club XI teams. This role will also provide timely and accurate communication to all key stakeholders, ensuring positive working relationships are upheld.

Accountabilities/Responsibilities:

- Undertake the Administration Manager's role to facilitate the MCC's involvement in Cricket Victoria's (CV) Premier Cricket competition (four Men's, three Women's and four underage teams) and ensure the Club's obligations are met while also providing active support to the MCC Club XI teams (three).
- Liaise with key personnel across Men's and Women's teams.
- Assist with the financial requirements of MCC Cricket Inc. including recording transactions, paying and generating sales invoices, issuing purchase orders, collecting income, preparing a weekly payment run, budgeting and financial reporting.
- Experience with payment systems such as Xero and Square experience an advantage.
- Main contact with external auditors for annual financial statements audit.
- Assist in MCC Cricket Manager in preparation of setting and reporting against budgets.
- Act as the Secretary of MCC Cricket Inc. and coordinate meeting dates, distribute agendas and reports and compile minutes while also ensuring requirements for incorporated associations are carried out in line with Consumer Affairs Victoria's guidelines.
- Manage the key aspects of weekly cricket operations, including the ground planner to ensure all matches are accurately scheduled.
- Working with the MCC Cricket Committee's Volunteer Coordinator, assist in the recruitment and up-skilling of volunteers (e.g. scorers, venue and team managers) that provide cricket match day operations to ensure that the MCC's hosting responsibilities at the Albert Ground and Beaumaris Secondary College are met.
- Operate as the key point of contact for the MCC XXIX Club.
- Act as the key driver for all newsletter communications from MCC Cricket and the XXIX Club via Mailchimp, and produce engaging, professional and relatable content to the MCC Cricket community/key stakeholders.



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- Assist in the development and maintenance of key documents and presentations.
- Manage all aspects of apparel stock and ordering requirements within MCC Cricket.
- Manage and improve the functionality of key systems and processes within MCC Cricket, such as the Square Point of Sale (POS) system and online store, PLAI Sport app, Mailchimp and Play HQ.
- Assist in managing MCC Membership requirements specifically relating to cricket.
- Provide leadership to ensure that MCC Cricket are contributing positively to the community, such as via the annual Indigenous Round and National Indigenous Teams camps.
- Provide active support to the MCC Cricket Manager in key projects relating to MCC Cricket.
- Support MCC Cricket Manager in ensuring that all policies and procedures are kept up to date.
- General duties as required.
- Comply with the MCC OH&S policies and procedures and take reasonable care for safety of yourself and others, including patrons, staff, contractors and anyone who may be affected by your actions.

Experience / Skills / Qualifications:

- Strong and relevant experience.
- Tertiary qualifications in Sport Management or similar field preferred.
- Excellent computer skills (proficient in Microsoft Office – particularly, word, power point, outlook, and intermediate excel).
- Highly developed communication skills both written and verbal.
- A high degree of diplomacy and ability to treat information confidentially when required.
- Excellent organisation and time management skills – self motivator.
- High level attention to detail – strong task completion.
- A capability to manage budgets.
- A capability to manage projects with limited supervision.
- Excellent customer service and people skills.
- Ability to be proactive, innovate and think “outside the square”.
- Ability to problem solve efficiently and courteously.
- Demonstrates commitment to MCC values.
- Consistently demonstrates the customer service CARE habits in all customer interactions.

Further Notes:

The MCC is committed to providing a safe environment for everyone including children & young people and ensuring our staff understand their responsibility in relation to child safety. All staff are required to undertake mandatory child safety training. The MCC conducts reference checks including on child safety and other pre-employment checks as appropriate for the role e.g. Working With Children Checks.

It is a mandatory requirement to hold a current / valid Victorian Working with Children card to work at the MCC.